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Form RI-192  
(10/4/40)

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2/12/43

1.933

Un3

UNIFORM SYSTEM OF ACCOUNTS

PRESCRIBED FOR USE IN  
OPERATION OF CLASS "A," "B" AND "C" PROJECTS

Rural Electrification Administration  
Washington, D. C.

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U.S. RURAL ELECTRIFICATION ADMINISTRATION  
...

WASHINGTON, D. C.

UNIFORM SYSTEM OF ACCOUNTS

PRESCRIBED FOR USE IN

OPERATION OF CLASS "A," "B" AND "C" PROJECTS





CLASSIFICATION OF PROJECTS

CLASS "A" PROJECTS

Are projects operating only a Distribution System

CLASS "B" PROJECTS

Are projects operating only Transmission and Distribution Systems

CLASS "C" PROJECTS

Are projects operating Generating, Transmission and Distribution Systems

\*\*\*\*\*

FEB 28 1943





## PREFACE

This system of accounts is applicable in principle to all rural electrification cooperative corporations. It is based on the accounting system prescribed by the Federal Power Commission in accordance with the Federal Power Act. There are certain modifications which have been found necessary in dealing with the problems peculiar to cooperative organizations.

An earnest endeavor has been made to simplify and clarify every step in establishing and maintaining the necessary accounts, and Borrowers can save themselves and REA a vast amount of time, trouble and expense by keeping their accounts in strict conformance with the instructions contained in this Manual.

There are certain financial and statistical data required by REA each month where the project is in operation. The basis for this information is found in the accounts contained in this Manual and anyone who has been trained in double entry book-keeping should experience little difficulty in applying the principles herein prescribed.

REA is prepared to assist Borrowers in setting up their accounting systems and to suggest changes in previously established systems. For additional information not contained in this Manual, write the Finance Division, Rural Electrification Administration, Washington, D. C.





## GENERAL INSTRUCTIONS

### 1. Accounts to be Kept by Double Entry Method

All the accounts (other than purely statistical records) defined in this classification must be kept by the Double Entry Method, and all accounting should be upon the Accrual Basis.

### 2. Records

The records of the corporation shall be so kept as to show complete information connected with all accounts as suggested by each classification. Each account shall be supported by detailed information showing authorization for each entry. All documentary evidence in support of the entries made upon the books of account shall be systematically filed and retained in a safe receptacle so that these records may be made readily available to auditors of the Administration. These records shall be permanently preserved, as they form a vital part of the sustaining records of the corporation's assets.

### 3. Account Numbers Not a Part of Title

The numbers prefixed to account titles in this classification are solely for convenience of reference and are not a part of the titles or definitions.

### 4. Accounting Period

It is required:

- a. That the calendar month be selected as the accounting period.
- b. That all bookkeeping entries be on a monthly basis.
- c. That trial balances be taken monthly.
- d. That the books be closed at the end of each calendar year.

### 5. Statistical Records

Monthly reports as hereinafter provided for statistical and control records shall be submitted on forms supplied by the Administration.

### 6. Exceptions

A. Account Numbers 330 through 336 apply only to Borrowers acquiring loans for Generating Plants, also Operating Revenue Account Number 605 and Operating Expense Accounts Numbers 727 through 734, apply only to those Borrowers possessing their own Generating Plants.





B. Account Numbers 340 through 346 apply only to Borrowers having Transmission Lines in addition to Distribution Lines. This also applies to Account Numbers 743 through 753.

C. Various accounts appear in the REA Uniform System of Accounts, to provide adequate records for Borrowers requiring loans for Wiring and Plumbing purposes, which otherwise would not be used.

D. A complete description of all accounts is presented in conjunction with the REA Uniform System of Accounts.

#### 7. Miscellaneous

When a section of line is completely energized all expenses pertaining to the operation of the project must be charged to Operating Expenses and Operating Revenue Deductions.

All projects should obtain from the Government Printing Office, Washington, D. C., a copy of the Uniform System of Accounts as prescribed by the Federal Power Commission. In event additional accounts are necessary, the accounts prescribed by the Federal Power Commission should be used. All Borrowers should notify REA immediately upon use of any additional accounts.

\*\*\*\*\*

If in doubt about any of the instructions contained herein, please communicate with the Finance Division, Rural Electrification Administration, Washington, D. C.





BALANCE SHEET ACCOUNTS

ASSETS AND OTHER DEBITS

ELECTRIC PLANT

- 101 ELECTRIC PLANT IN SERVICE
- 103 CONSTRUCTION WORK IN PROGRESS

INVESTMENT AND OTHER FUND ACCOUNTS

- 110 OTHER PHYSICAL PROPERTY
- 111 INVESTMENTS IN ASSOCIATED COMPANIES
- 112 OTHER INVESTMENTS
- 114 MISCELLANEOUS SPECIAL FUNDS

CURRENT AND ACCRUED ASSETS

- 120 CASH
- 121 SPECIAL DEPOSITS
- 123 TEMPORARY CASH INVESTMENTS
- 124 NOTES RECEIVABLE
- 125 ACCOUNTS RECEIVABLE
- 128 INTEREST RECEIVABLE
- 131 MATERIALS AND SUPPLIES
- 132 PREPAYMENTS
- 133 OTHER CURRENT AND ACCRUED ASSETS
- 135 ALLOTMENT AVAILABLE FROM REA

DEFERRED DEBITS

- 146 OTHER DEFERRED DEBITS





BALANCE SHEET ACCOUNTS

LIABILITIES AND OTHER CREDITS

CAPITAL STOCK

- 200 CAPITAL STOCK - MEMBERSHIP ISSUED
- 204 CAPITAL STOCK - MEMBERSHIP SUBSCRIBED

LONG-TERM DEBT

- 213 LONG-TERM DEBT

CURRENT AND ACCRUED LIABILITIES

- 220 NOTES PAYABLE
- 222 ACCOUNTS PAYABLE
- 225 MATURED LONG-TERM DEBT
- 226 MATURED INTEREST
- 227 CONSUMERS' DEPOSITS
- 228 TAXES ACCRUED
- 229 INTEREST ACCRUED
- 230 OTHER CURRENT AND ACCRUED LIABILITIES

DEFERRED CREDITS

- 242 OTHER DEFERRED CREDITS

RESERVES

- 250 RESERVE FOR DEPRECIATION OF ELECTRIC PLANT
- 258 OTHER RESERVES

CONTRIBUTIONS IN AID OF CONSTRUCTION

- 265 CONTRIBUTIONS IN AID OF CONSTRUCTION

SURPLUS

- 270 CAPITAL SURPLUS
- 271 EARNED SURPLUS



BALANCE SHEET ACCOUNTS

ASSETS AND OTHER DEBITS

ELECTRIC PLANT

101 ELECTRIC PLANT IN SERVICE

This account shall include the original cost of electric plant included in Accounts 301 to 390, together with the amounts recorded in Accounts 391 and 392.

103 CONSTRUCTION WORK IN PROGRESS

This account will be used temporarily to carry the balances in ledger accounts maintained to carry the cost of unfinished construction or unfinished work orders.

103.1 Construction Work in Progress - Special Construction

This account shall include only approved capital items paid or payable from funds advanced by REA for construction, including interest during construction.

103.2 Construction Work in Progress - General Funds

This account shall include all other Electric Plant items paid or payable during the construction period from funds other than those advanced by REA.

103.3 Construction Work in Progress - Force Account Construction and Member Service Extensions

This account shall be charged with all materials, labor, transportation and other charges used in connection with the construction of Member Service Extensions and Force Account Construction. At the end of each month the completed work orders should be distributed to the proper 300 Accounts.

Note 1 - All overhead costs during construction such as engineering, supervision, interest, taxes, general office salaries and expenses shall be charged to particular jobs or units on the basis of the amounts of such overhead reasonably applicable thereto, to the end that each job or unit shall bear its equitable proportion of such costs and that the entire cost of the unit, both direct and overhead, shall be deducted from the electric plant accounts at the time the unit of property is retired.





## BALANCE SHEET ACCOUNTS

Note 2 - The instructions contained herein shall not be interpreted as permitting the addition to electric plant accounts of arbitrary percentages or amounts to cover assumed overhead costs, but as to requiring the assignment to particular jobs and accounts of actual and reasonable overhead costs. These overhead costs shall be prorated to the physical property accounts (330 to 363 inclusive) on the ratio of cost of property, as determined for each account, to the total overhead cost.

## INVESTMENT AND FUND ACCOUNTS

### 110 OTHER PHYSICAL PROPERTY

This account shall include the cost to the corporation of land, structures and equipment owned by the corporation, but not used in utility service and not properly includible in some other account.

### 111 INVESTMENTS IN ASSOCIATED COMPANIES

This account shall include the book cost of investments in securities issued or assumed by associated companies and held as permanent or long-term investments.

### 112 OTHER INVESTMENTS

This account shall include the book cost of investments in securities issued or assumed by non-associated companies, investment advances to such companies, and any investments not accounted for elsewhere. Securities held as temporary cash investments shall not be included in this account.

### 114 MISCELLANEOUS SPECIAL FUNDS

This account shall be subdivided under the following decimal accounts:

#### 114.1 Long-Term Debt Reserve Fund

This account shall include all cash and investments set aside for the liquidation of the Special Construction loan, including interest.

#### 114.2 Maintenance and Replacement Cash Reserve Fund

This account shall include all cash and investments set aside as replacement reserves or as contingent funds, such funds to be used for repairs to lines, storm damage, etc.





## BALANCE SHEET ACCOUNTS

### 114.3 Miscellaneous Special Funds

This account shall include all cash and investments set aside for insurance, refunding all or part of the members' original equity in the corporation and other purposes not provided for elsewhere.

### 120 CASH

This account shall include all money coming into the possession of the corporation in which it has a beneficial interest. This includes all coin of the United States, United States Treasury notes, certificates and greenbacks. If more than one depository is used, a separate account should be set up for each such depository. The total of this cash account will be maintained in the following decimal accounts:

#### 120.1 Cash - General and Operating Funds

This account shall include all cash on hand and in bank held by the corporation, except as provided for elsewhere.

#### 120.2 Cash - Special Construction Account

This account shall include all cash on hand and in bank derived from the Rural Electrification Administration Special Construction Loans.

Note - This means only cash received from the Rural Electrification Administration shall be deposited to this account; also cash received as a refund on previous expenditures of REA advances.

#### 120.3 Cash - Petty Cash

This account shall represent only such cash as has been specifically set aside for the purpose of paying small items for which it is not convenient to issue checks at the time of purchase.

#### 120.4 Cash - General and Operating Funds - Savings Account

This account shall include all cash (with the exception of cash received from the Rural Electrification Administration) which shall be considered surplus funds and which is deposited in a Savings Account.



## BALANCE SHEET ACCOUNTS

### 120.5 Cash - Special Installation - Wiring and Plumbing (Rural Electrification Administration)

This account shall include all cash received from the Rural Electrification Administration for the purpose of making loans to members for House-Wiring and Plumbing.

Note - Funds received from the Rural Electrification Administration for this purpose should not be confused with funds received for construction, Account 120.2 - Cash - Special Construction Account.

### 120.6 Cash - Transfer of Funds

This account shall be used in clearing funds transferred from one cash account to the other. There should never be a balance in this account at any time.

## 121 SPECIAL DEPOSITS

This account shall include the balances described under the following decimal accounts:

### 121.1 Consumers' Deposit Fund

This account shall include cash and investments of funds deposited with the corporation by consumers as security for the payment of bills. All funds deposited by consumers with the corporation shall be carried in a liquid condition at all times.

### 121.2 Installation Loan Payment Fund - Wiring and Plumbing

This account shall include all cash collections received as payments on members' installation notes and for interest received thereon. This cash represents funds for the repayment of the Wiring and Plumbing Loan from REA. Payments shall be made to REA in accordance with the loan agreement.

### 121.3 Miscellaneous Special Deposits

This account shall include any special deposits not provided for elsewhere.

## 123 TEMPORARY CASH INVESTMENTS

This account shall include the book cost of investments, such as, demand and time loans, bankers' acceptances, United States Treasury certificates and bonds, and other similar investments acquired for the purpose of temporarily investing cash.





## BALANCE SHEET ACCOUNTS

### 124 NOTES RECEIVABLE

This account shall include the amount of all notes receivable which are the property of the corporation and upon which solvent concerns and individuals are liable. This covers demand or time notes, and time drafts. The total of this account shall be subdivided as follows:

#### 124.1 Notes Receivable - Wiring and Plumbing

This account shall include all notes received from members in connection with loans for wiring and plumbing installations. The offsetting credit to this account will be Account 222.5 - Accounts Payable - Wiring and Plumbing.

#### 124.2 Notes Receivable Pledged - Wiring and Plumbing

This account shall include the amount of Notes Receivable pledged as security with REA which were received from members in connection with wiring and plumbing loans.

#### 124.3 Notes Receivable - Other

This account shall include the amount of Notes Receivable not provided for elsewhere.

### 125 ACCOUNTS RECEIVABLE

This account shall include all amounts (other than deposits in banks) owing to the corporation upon open book accounts with solvent concerns and individuals; also the ledger value of all accounts and claims upon which responsibility is acknowledged by solvent concerns and individuals. This account does not include negotiable instruments. The total accounts receivable shall be subdivided as follows:

#### 125.1 Accounts Receivable - Consumers

This account shall include all amounts due the corporation from consumers for the sale of electric energy.

#### 125.2 Accounts Receivable - Other

This account shall include all Accounts Receivable not otherwise provided for.





## BALANCE SHEET ACCOUNTS

### 125.3 Accounts Receivable - Special Construction

This account shall include all amounts due the Special Construction Fund from any source.

### 125.5 Accounts Receivable - Members Billed Not Connected

This account shall include all amounts due the corporation from members billed for the sale of electric energy who have not been connected. The offsetting credit to this account will be Account 615 - Miscellaneous Electric Revenue.

## 128 INTEREST RECEIVABLE

This account shall include the amount of interest accrued to the date of the Balance Sheet and due the corporation on all notes, open accounts, loans and deposits held by or for the corporation.

## 131 MATERIALS AND SUPPLIES

This account shall include the actual cost, including freight, drayage, use or sales tax, of all materials and supplies in possession of the corporation. This account shall be divided into the following decimal accounts:

### 131.1 Materials and Supplies - Electric

This account shall include the cost of unissued and unapplied materials and supplies held for use in the electric business. When such items are issued or applied, their cost will be charged directly to the appropriate account affected by their use, and credited to this account.

### 131.2 Materials and Supplies - Held for Resale

This account shall include only materials and supplies held for resale, such as house-wiring materials, plumbing fixtures and parts, appliances, etc.

## 132 PREPAYMENTS

This account shall include the balances described under the following decimal accounts:

### 132.1 Prepaid Insurance

This account shall be charged with the amount of the premiums applicable to the various classifications of insurance. Such insurance premiums are to be prorated monthly, in equal amounts, over the life of the policies and to the appropriate expense accounts. (See note below.) An insurance register should be established showing the types of policies in force and the amounts prorated for each policy each month.



## BALANCE SHEET ACCOUNTS

Note - The offsetting charges to this account are as follows:

<u>Type of Insurance</u>	<u>Account to be Charged</u>
Office Furniture and Fixtures	798 - Insurance
Fidelity Bonds	798 - Insurance
Public Liability and Property Damage	798 - Insurance
Materials and Equipment	798 - Insurance
Workmens' Compensation	799 - Injuries and Damages
Automobile	903 - Transportation Ex- penses - Clearing

### 132.2 Prepaid Interest

This account shall include the amount of interest on notes payable paid in advance of ~~its~~ accrual. As such interest accrues, it shall be credited, at the regular accounting intervals, to this account and charged to the appropriate income deduction or other account.

### 132.3 Prepayment on Long-Term Debt

This account shall include principal payments on mortgage note paid in advance of the date due and not applying to a specific monthly payment. At such time as these payments are applied to a specific monthly payment due, this account shall be credited and the long-term debt account debited with the amount so applied.

### 132.4 Other Prepayments

This account shall include all prepayments not otherwise provided for, such as prepaid taxes, prepaid rent, etc.

## 133 OTHER CURRENT AND ACCRUED ASSETS

This account shall include all other current and accrued assets not otherwise provided for.

## 135 ALLOTMENT AVAILABLE FROM REA

This account shall include the total amount of the loan allotted to be used for construction purposes. When advances are received from REA for construction purposes, this account shall be credited and Account 120.2 - Cash - Special Construction, debited with the amount of cash so advanced.

## DEFERRED DEBITS

### 146 OTHER DEFERRED DEBITS

This account shall include all debits not elsewhere provided for, the proper final disposition of which is uncertain, and unusual or extraordinary expenses not included in other accounts, which are in process of amortization.





## BALANCE SHEET ACCOUNTS

### LIABILITIES AND OTHER CREDITS

#### CAPITAL STOCK

##### 200 CAPITAL STOCK - MEMBERSHIP ISSUED

This account shall include the stated value of the stocks or memberships subscribed, paid for and issued to the subscriber.

##### 204 CAPITAL STOCK - MEMBERSHIP SUBSCRIBED

This account shall include the stated value of stocks or memberships subscribed and paid for, but not issued to the subscriber.

#### LONG-TERM DEBT

##### 213 LONG-TERM DEBT

This account shall include the amount of all debts of the corporation which by their terms do not mature until more than one year from date of issue or assumption. The total of this account shall be subdivided under the following decimal accounts:

###### 213.1 Special Construction Obligation (Rural Electrification Administration)

This account shall include the total contractual obligation to the Rural Electrification Administration for Special Construction Loans.

###### 213.2 Wiring and Plumbing Obligation (Rural Electrification Administration)

This account shall include the total contractual obligation to the Rural Electrification Administration for Wiring and Plumbing Loans.

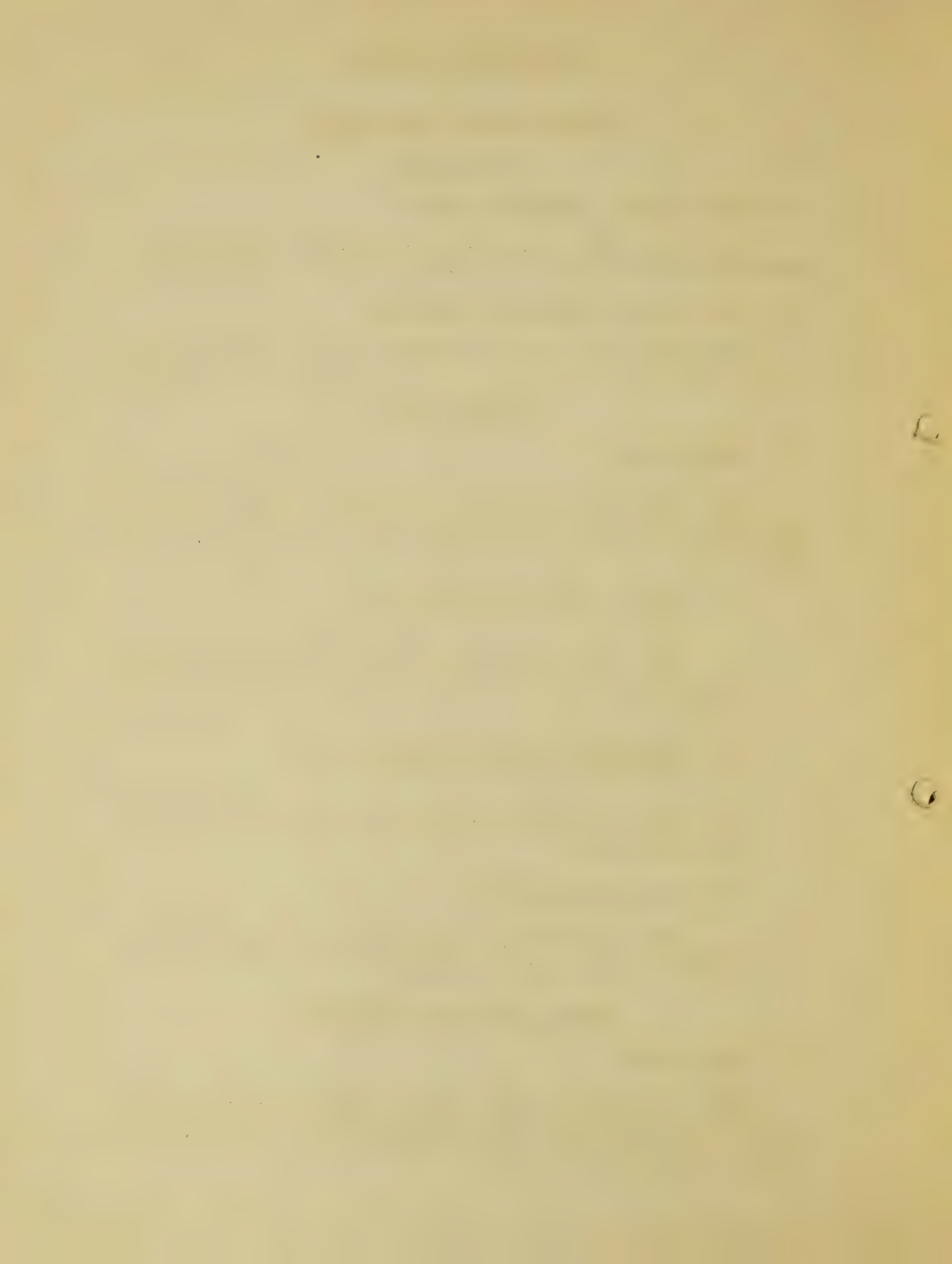
###### 213.3 Other Long-Term Debt

This account shall include such items as real estate mortgages, notes and other obligations maturing more than one year from date of issue or assumption.

### CURRENT AND ACCRUED LIABILITIES

##### 220 NOTES PAYABLE

This account shall include the face value of all notes, drafts, acceptances, or other similar evidences of indebtedness payable on demand or which by their terms are payable within a time not exceeding one year from the date of issue.



## BALANCE SHEET ACCOUNTS

### 222 ACCOUNTS PAYABLE

This account shall include the amount of audited vouchers or accounts and payrolls unpaid at the date of the Balance Sheet; also any balances representing unclaimed and outstanding wages and all open accounts due to other companies. The total of this account shall be subdivided under the following decimal accounts:

#### 222.1 Accounts Payable - Special Construction

This account shall include the amount of audited vouchers or accounts and payrolls unpaid at the date of the Balance Sheet PAYABLE from Special Construction Funds.

#### 222.2 Accounts Payable - General and Operating

This account shall include the amount of audited vouchers or accounts and payrolls unpaid at the end of each month and PAYABLE from other than funds received from REA.

#### 222.3 Accounts Payable - Members Participation

This account shall include all amounts collected from members participating in the self-help program. The offsetting charge will be to Account 121.3 Members Participation Trust Fund.. (Miscellaneous Special Deposits).

#### 222.4 Accounts Payable - EH&FA

This account shall include the total amount due to the Electric Home and Farm Authority for collections made on contracts.

#### 222.5 Accounts Payable - Wiring and Plumbing

This account shall include all amounts due to the Contractor for materials and labor on wiring and plumbing installations. The offsetting charge to this account will be Account 124.1 - Notes Receivable - Wiring and Plumbing.

#### 222.6 Accounts Payable - Wiring Inspector

This account shall include all amounts collected by the project for the independent house-wiring inspector (inspector not on the regular pay roll of the project). The offsetting charge to this account will be Account 120.1 Cash General and Operating Fund.

### 225 MATURED LONG-TERM DEBT

This account shall include all balances matured and unpaid on the long-term debts of the Corporation at the date of the Balance Sheet. The total of this account shall be subdivided under the following decimal accounts:

#### 225.1 Matured Long-Term Debt - Special Construction

#### 225.2 Matured Long-Term Debt - Wiring and Plumbing

#### 225.3 Matured Long-Term Debt - Other





## BALANCE SHEET ACCOUNTS

### 226 MATURED INTEREST

This account shall include the amount of matured and unpaid interest on the long-term and other debts of the Corporation. When such interest is paid, it shall be charged to this account and credited to Cash or other appropriate accounts. This account shall be subdivided under the following decimal accounts:

226.1 Matured Interest - Special Construction

226.2 Matured Interest - Wiring and Plumbing

226.3 Matured Interest - Other

### 227 CONSUMERS' DEPOSITS

This account shall include the amounts deposited with the Corporation by consumers as security for the payment of bills. Deposits refunded shall be charged to this account. Also charge this account and credit Account 125.1 Accounts Receivable - Consumers' with the amount applied against a definite uncollectible consumers' account before the unpaid balance of such an uncollectible account is charged to Account 783 - Uncollectible Consumers Accounts.

### 228 TAXES ACCRUED

This account shall be credited, during each month, with the amount of taxes accrued during the month, corresponding debits being made to the decimal accounts of Account 507 - Taxes, or to other appropriate accounts. Such credits may be based upon estimates, but from time to time during the year as the facts become known, the amount of the periodic credits shall be adjusted so as to include as nearly as can be determined in each year the taxes applicable thereto. This account shall be subdivided under the following decimal accounts:

228.1 Accrued Property Taxes

This account shall be credited with the taxes accrued for each political subdivision, including ad valorem tax.

228.2 Accrued U. S. Social Security Tax - Unemployment

This account shall be credited with the employer's liability for the Federal Excise Tax as defined in Regulation 90.

228.3 Accrued U. S. Social Security Tax - Old Age Benefit

This account shall be credited with the employer's liability for the Federal Old Age Benefit Tax as defined in Regulation 91.



BALANCE SHEET ACCOUNTS

228.4 Accrued State Social Security Tax - Unemployment

This account shall be credited with the amount of this tax in accordance with the prescribed State Laws.

228.5 Accrued State Sales Tax - Consumers

This account shall be credited with the amount of such tax accrued and payable by the Company, but collectible from the consumer, the Company being liable for the collection and payment of such taxes to the State.

228.6 Accrued State Sales Tax - Other

This account shall be credited with the amount of State Sales Taxes which are payable by the Company, but not collectible from the consumer.

228.7 Accrued Taxes - Other

This account shall be credited with the amount of all other taxes not herein provided for.

229 INTEREST ACCRUED

This account shall include the amount of interest accruing monthly on the debts of the Company. If interest is paid when due this account shall be charged with the amount of the payment. When interest matures and is not paid it shall be charged to this account and credited to Account 226 - Matured Interest. This account shall be subdivided under the following decimal accounts:

229.1 Interest Accrued - Special Construction

229.2 Interest Accrued - Wiring and Plumbing

229.3 Interest Accrued - Other

229.4 Interest Accrued - Deferred - Special Construction

Note - On REA Loan Contracts which provide for interest to accrue until the first cash payment is due, the following steps indicate proper charges at specified periods.

1. During Construction - Monthly interest shall be charged to Account 103.1 - Construction Work in Progress - Special Construction, and credited to Account 229.4 Interest Accrued - Deferred - Special Construction.





## BALANCE SHEET ACCOUNTS

2. From the Date of Energization of a Completed Section of Line - The charge for such interest shall be made to Account 530 - Interest on Long-Term Debt and the credit to Account 229.4 - Interest Accrued - Deferred - Special Construction.
3. From the Date of First Cash Payment of Interest - The charge shall be made to Account 530 - Interest on Long-Term Debt and the credit to Account 120.1 Cash - General and Operating if paid within the month or to Account 229.1 Interest Accrued - Special Construction, if not due at the end of the month.

### 230 OTHER CURRENT AND ACCRUED LIABILITIES

This account shall include the current and accrued liabilities not provided for elsewhere.

## DEFERRED CREDITS

### 242 OTHER DEFERRED CREDITS

This account shall be subdivided under the following decimal accounts:

#### 242.1 Unearned Income

This account shall be credited with advance payments of consumers for electric energy. When the monthly energy bill is determined this account shall be debited and Accounts Receivable - Consumers.

#### 242.2 Other Deferred Credits

This account shall include any deferred credit items not provided for elsewhere; also amounts which cannot be entirely cleared or disposed of until additional information has been received or which should be credited to income or surplus accounts in the future.



## BALANCE SHEET ACCOUNTS

### RESERVES

#### 250 RESERVE FOR DEPRECIATION OF ELECTRIC PLANT

This account shall include reserves set aside to provide for the depreciation of the electric plant. The offsetting charges will be made to Account 503 - Depreciation. The following decimal accounts should be used:

250.1 Reserve for Depreciation of Production Plant

250.2 Reserve for Depreciation of Transmission Plant

250.3 Reserve for Depreciation of Distribution Plant

250.4 Reserve for Depreciation of General Plant

Note - Each system shall maintain, for purposes of analysis, such records as will definitely disclose the charges and credits to Account 250.4 applicable to each of the following types of property:

1. General plant structures and improvements  
(offices, warehouses, or other property owned and includible in Account 371)
2. Furniture and office equipment
3. Transportation equipment
4. Tools and work equipment
5. Miscellaneous general plant

#### 254 RESERVE FOR UNCOLLECTIBLE NOTES AND ACCOUNTS

##### 254.1 Reserve for Uncollectible Consumers' Accounts

This account shall include provisions for estimated losses arising from uncollectible accounts receivable from consumers. Debits offsetting journal-entry credits to this account shall be to Account 783 - Uncollectible Consumers' Accounts. As accounts are determined to be uncollectible and approved for write off, this account shall be debited, and Account 125.1 - Accounts Receivable - Consumers, or Account 125.5 - Accounts Receivable - Members Billed Not Connected credited for a like amount. Collections on written-off accounts should be credited to this account.



11/11/17

Dear Mr. [Name]

I have received your letter of the 10th inst. and am glad to hear that you are well. I am also well and hope this letter finds you the same.

I am writing you a few lines to let you know that I am still thinking of you.

I hope you are all getting ready for the winter.

I am sure you will have a very successful year.

I am sure you will have a very successful year.

I am sure you will have a very successful year.

I am sure you will have a very successful year.

I am sure you will have a very successful year.

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I am sure you will have a very successful year.

## BALANCE SHEET ACCOUNTS

### 258 OTHER RESERVES

This account shall include such reserves as are provided for in the following decimal accounts:

#### 258.1 Amortization Reserve - Long-Term Debt

This account shall include all long-term debt redemption reserves, set aside for REA obligations. The offsetting charge shall be made to Account 540.1 - Long-Term Debt Appropriations.

#### 258.2 Miscellaneous Reserves

This account shall include reserves, set aside for designated contingencies not otherwise provided for.

### CONTRIBUTIONS IN AID OF CONSTRUCTION

### 265 CONTRIBUTIONS IN AID OF CONSTRUCTION

This account shall include donations or contributions in cash, services or property from states, municipalities or other Governmental agencies, individuals and others for construction purposes.

### SURPLUS

### 270 CAPITAL SURPLUS

This account shall include all surplus not classified herein as earned surplus. It shall include all donations or contributions received by the system which are not intended for construction and which do not create an obligation for repayment, as well as any surplus which may arise from the cancellation of membership or stock certificates.

Note - See Account 265 - Contributions in Aid of Construction for contributions affecting the Electric Plant Accounts.

### 271 EARNED SURPLUS

This account shall include the balance, either debit or credit, of unappropriated surplus arising from earnings. It shall not include surplus includible in Account 270 - Capital Surplus.

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ELECTRIC PLANT ACCOUNTS

INTANGIBLE PLANT

- 301 ORGANIZATION
- 302 FRANCHISES AND CONSENTS
- 303 MISCELLANEOUS INTANGIBLE PLANT

PRODUCTION PLANT

INTERNAL COMBUSTION ENGINE PRODUCTION

- 330 LAND AND LAND RIGHTS
- 331 STRUCTURES AND IMPROVEMENTS
- 332 FUEL HOLDERS AND ACCESSORIES
- 333 INTERNAL COMBUSTION ENGINES
- 334 GENERATORS
- 335 ACCESSORY ELECTRIC EQUIPMENT
- 336 MISCELLANEOUS POWER PLANT EQUIPMENT

TRANSMISSION PLANT

- 340 LAND AND LAND RIGHTS
- 341 CLEARING LAND AND RIGHTS-OF-WAY
- 342 STRUCTURES AND IMPROVEMENTS
- 343 STATION EQUIPMENT
- 344 POLES, TOWERS AND FIXTURES
- 346 OVERHEAD CONDUCTORS AND DEVICES

DISTRIBUTION PLANT

- 350 LAND AND LAND RIGHTS
- 351 STRUCTURES AND IMPROVEMENTS
- 352 STATION EQUIPMENT
- 354 POLES, TOWERS AND FIXTURES
- 355 OVERHEAD CONDUCTORS AND DEVICES
- 358 LINE TRANSFORMERS
- 359 SERVICES
- 360 METERS
- 363 STREET LIGHTING AND SIGNAL SYSTEMS

GENERAL PLANT

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- 371 STRUCTURES AND IMPROVEMENTS
- 372 OFFICE FURNITURE AND EQUIPMENT
- 373 TRANSPORTATION EQUIPMENT
- 377 TOOLS AND WORK EQUIPMENT
- 379 MISCELLANEOUS EQUIPMENT
- 391 ELECTRIC PLANT PURCHASED
- 392 ELECTRIC PLANT SOLD





## ELECTRIC PLANT ACCOUNTS

### ELECTRIC PLANT ACCOUNTS DEFINED

By electric plant is meant the property, both tangible and intangible, which is devoted to the electric operations of the corporation and which has an expectation of life in service of more than one year from date of installation in service.

All charges to electric plant accounts shall be entered and retained on the books at the actual cost of the properties acquired at the time of their acquisition, including cost of labor, materials, transportation, and supervision during construction, which can be allocated to definite items of property. (See Account 392 - Electric Plant Sold.)



## ELECTRIC PLANT ACCOUNTS

### INTANGIBLE PLANT

#### 301 ORGANIZATION

This account shall include all fees paid to Federal or State Governments for the privilege of incorporation and expenditures incident to organizing a corporation, partnership, or other enterprise and putting it into readiness to do business.

#### 302 FRANCHISES AND CONSENTS

This account shall include amounts actually paid to the State or political subdivision thereof in consideration of franchises, consents, or certificates, running in perpetuity or for a specified period of time of more than one year and necessary to the conduct of the corporation's operation, and other items of expense incident to obtaining franchises.

#### 303 MISCELLANEOUS INTANGIBLE PLANT

This account shall include the cost of patent rights, licenses, privileges and other intangible properties; and any other intangible property not specifically assignable to some other account.

### PRODUCTION PLANT

#### INTERNAL COMBUSTION ENGINE PRODUCTION

#### 330 LAND AND LAND RIGHTS

This account shall include the cost of land owned by the corporation and rights, interests and privileges held by the corporation in land owned by others, such as leaseholds, easements, rights-of-way, and other like interest in land. The cost of buildings and other improvements shall not be included in this account.

#### 331 STRUCTURES AND IMPROVEMENTS

This account shall include the cost in place of structures and improvements used and useful in connection with internal combustion engine power generation.

Note - This account shall not include any equipment used or placed in structures for the production of electric energy.

#### 332 FUEL HOLDERS AND ACCESSORIES

This account shall include the cost installed of fuel handling and storage equipment used between the point of fuel delivery to the





## ELECTRIC PLANT ACCOUNTS

station and the intake pipe through which fuel is directly drawn to the engine. This account shall also include the cost of such items as tanks for storage of oil or gasoline, pumps and piping.

### 333 INTERNAL COMBUSTION ENGINES

This account shall include the cost installed of Diesel or other internal combustion engines devoted to the generation of electric energy, together with their auxiliaries, including such items as air-filtering systems, cooling systems, cranes, foundations, governors, ignition, lighting, lubricating and starting systems, mechanical meters, mufflers, steelwork, etc.

### 334 GENERATORS

This account shall include the cost installed of internal combustion engine driven generators, together with all appurtenant fixtures.

### 335 ACCESSORY ELECTRIC EQUIPMENT

This account shall include the cost installed of equipment used primarily in connection with the control and switching of electric energy produced by internal combustion power and the protection of electrical circuits and equipment, except electric motors used to drive equipment included in other accounts. Such motors shall be included in the accounts in which the equipment with which it is associated is included. Include in this account such items as auxiliary generators, excitation systems, generator main connections, station control system, station buses, etc.

Note - Do not include in this account transformers and other equipment used for changing the voltage or frequency of electric energy for the purpose of transmission, distribution or station use.

### 336 MISCELLANEOUS POWER PLANT EQUIPMENT

This account shall include the cost installed of miscellaneous equipment in and about the internal combustion engine generating plant, devoted to general station use, and not properly includible in any of the foregoing internal combustion engine production accounts. Office equipment and fixtures permanently assigned to production plants shall be included in Account 372 - Office Furniture and Equipment.



## ELECTRIC PLANT ACCOUNTS

### TRANSMISSION PLANT

#### 340 LAND AND LAND RIGHTS

This account shall include the cost of land owned by the corporation and rights, interests, and privileges held by the corporation in land owned by others, such as leaseholds, easements, rights-of-way, and other like interest in land. The cost of buildings and other improvements shall not be included in this account.

#### 341 CLEARING LAND AND RIGHTS-OF-WAY

This account shall include the cost of the initial or original clearing of transmission line rights-of-way and land.

Note - Do not include in this account the cost of removing stumps, grading, excavating, etc., incident to the preparation of foundations for towers or other structures; such costs shall be included in the account to which the cost of towers or other structures is chargeable.

#### 342 STRUCTURES AND IMPROVEMENTS

This account shall include the cost in place of structures and improvements used and useful in connection with transmission operations.

Note - This account shall not include any equipment used or placed in structures for the transmission of electric energy.

#### 343 STATION EQUIPMENT

This account shall include the cost installed of transforming, conversion and switching equipment used for the purpose of changing the characteristics of electricity in connection with its transmission or for controlling transmission circuits. This account shall also include such items as bus compartments, conduits, control equipment, fences, foundations, platforms, switchboards, primary and secondary voltage connections, etc. Office equipment and fixtures permanently assigned to transmission stations shall be included in Account 372 - Office Furniture and Equipment.

#### 344 POLES, TOWERS AND FIXTURES

This account shall include the cost installed of transmission towers and line poles, together with appurtenant fixtures such as anchors, guys, braces, brackets, crossarms, extension arms, insulator pins, pole steps, strain insulators, pole plates, etc., used for supporting overhead transmission conductors.





## ELECTRIC PLANT ACCOUNTS

### 346 OVERHEAD CONDUCTORS AND DEVICES

This account shall include the cost installed of overhead conductors and devices such as circuit breakers, ground wires and ground clamps, insulators, lightning arresters, switches, etc., used for transmission purposes.

Note - Corporations having annual Electric Operating Revenues of not more than \$100,000.00 should consolidate Accounts 344 and 346 into one account entitled "344 - Overhead Lines."

## DISTRIBUTION PLANT

### 350 LAND AND LAND RIGHTS

This account shall include the cost of all land and land rights used and useful in connection with distribution operations. This shall include the cost of land owned by the corporation and rights, interests, and privileges held by the corporation in land owned by others, such as leaseholds, easements, rights-of-way, and other like interest in land. The cost of buildings and other improvements shall not be included in this account.

### 351 STRUCTURES AND IMPROVEMENTS

This account shall include the cost in place of structures and improvements used and useful in connection with distribution operations.

Note - This account shall not include any equipment used or placed in structures for the distribution of electric energy.

### 352 STATION EQUIPMENT

This account shall include the cost installed of transformers, regulators, switchboards and all connecting equipment used primarily for changing the characteristics of electricity for the purpose of distribution including outdoor stations with their foundations, fences, circuiting framework, and any other conversion equipment. So far as practicable, separate records shall be maintained for each station. Do not include herein the cost of line transformers installed for stepping-down current from distribution voltage to the voltage at which it is used by the consumer.



## ELECTRIC PLANT ACCOUNTS

### 354 POLES, TOWERS AND FIXTURES

This account shall include the cost of towers, transformer platforms, and structures for supporting other line devices, poles, crossarms, braces, brackets, and other pole fixtures, guys and other supports for holding towers, structures and poles in position; and all labor expended in connection with the construction of pole lines or tower lines for carrying the distribution system.

### 355 OVERHEAD CONDUCTORS AND DEVICES

This account shall include the cost of all electrical conductors, both bare and insulated, used for the distribution of electric energy, and such items as insulators, tie wires or clamps, circuit breakers, ground wires, lightning arresters, railroad and highway crossing guards, splices, switches and other line devices. This account does not include any wire or cable used in running service connections from the line pole to the consumers' service entrance.

Note - Corporations having annual Electric Operating Revenues of not more than \$100,000.00 should consolidate Accounts 354 and 355 into one account entitled "354 - Overhead Lines."

### 358 LINE TRANSFORMERS

This account shall include the cost installed of distribution line transformers and pole-type voltage regulators owned by the Corporation for use in transforming electricity to the voltage at which it is to be used by the consumer. This account shall also include the cost of such items as transformer cut-out boxes and transformer lightning arresters.

Note - Transformers and devices included in this classification are not to be confused with those included in Account 352 - Station Equipment.

Note - The cost of removing or resetting transformers shall not be charged to this account but to Account 761 - Operation of Distribution Plant. Records showing the initial cost shall be accurately kept by the corporation.

### 359 SERVICES

This account shall include the cost installed of all conductors, insulators, ducts, and circuits leading from the point where wires leave the last pole of the distribution system to the point of connection of consumer's wiring or outlet.



# THE HISTORY OF THE

## REPUBLIC OF THE UNITED STATES OF AMERICA

The history of the United States of America is a story of growth, struggle, and achievement. From the first settlers to the present day, the nation has faced countless challenges and overcome them with courage and determination. The story is one of a people who have built a great nation from a small group of pioneers.

### THE FOUNDING OF THE NATION

The story begins with the first settlers who came to the New World in search of a better life. They found a land of opportunity and freedom, and they built a nation that would become a model for the world. The Founding Fathers of the United States were men of vision and courage who laid the foundation for the nation's future.

The early years of the nation were marked by growth and expansion. The United States grew from a small group of colonies to a great nation that spanned across the continent. The people of the United States were proud of their freedom and their independence.

### THE GROWTH OF THE NATION

The growth of the United States was a remarkable achievement. The nation grew from a small group of colonies to a great nation that spanned across the continent. The people of the United States were proud of their freedom and their independence.

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### THE CHALLENGES OF THE NATION

The challenges of the United States were many and varied. The nation faced countless difficulties and challenges, but it always emerged stronger and more united. The people of the United States were proud of their freedom and their independence.

## ELECTRIC PLANT ACCOUNTS

### 360 METERS

This account shall include the cost installed of meters or devices and appurtenances thereto owned by the corporation for use in measuring the electricity delivered to its consumers. This covers, in addition to the cost of meters, such items as alternating current watt-hour meters, current limiting devices, demand indicators, demand meters, first installation labor, meter badges and attachments, meter boards and boxes, meter fittings, connections and shelving, meter switches and cut-outs, protective devices and the cost of testing new meters.

Note - The cost of removing or resetting meters shall not be charged to this account but to Account 761 - Operation of Distribution Plant. Records showing the initial cost of installation shall be accurately kept by the corporation.

### 363 STREET LIGHTING AND SIGNAL SYSTEMS

This account shall include the cost installed of equipment used wholly for public street and highway lighting or traffic, fire alarm, police and other signal systems.

## GENERAL PLANT

### 370 LAND AND LAND RIGHTS

This account shall include the cost of land and land rights, for electric plant purposes, the cost of which is not properly includible in other land and land rights accounts.

### 371 STRUCTURES AND IMPROVEMENTS

This account shall include the cost in place of office buildings and warehouses, the cost of which is not properly includible in other structures and improvements accounts.

### 372 OFFICE FURNITURE AND EQUIPMENT

This account shall include the cost of all office furniture and equipment owned by the corporation and not permanently attached to buildings.

Note - Do not include in this account articles of slight value or short life. Charge such items to the appropriate operating expense account.



## ELECTRIC PLANT ACCOUNTS

### 373 TRANSPORTATION EQUIPMENT

This account shall include the cost of equipment for general transportation purposes such as automobiles, motor trucks, trailers, motorcycles and other vehicles, gasoline and oil storage tanks and pumps and other garage equipment.

### 377 TOOLS AND WORK EQUIPMENT

This account shall include the cost of tools, implements and equipment used in construction or repair work and having a life of one year or more, exclusive of equipment includible in other equipment accounts. Small tools, such as wrenches, screw drivers, hand and other portable tools which are likely to be lost or stolen or which have a relatively small value (\$10.00 or less), shall be charged to the appropriate operating expense account.

### 379 MISCELLANEOUS EQUIPMENT

This account shall include the cost of equipment used in the general shop, for handling stores, laboratory equipment and other equipment used for general purposes but not includible in other accounts.

### 391 ELECTRIC PLANT PURCHASED

This account shall include the cost of electric plant acquired as an operating unit or system by purchase, merger, consolidation, liquidation or otherwise, pending distribution thereof to the appropriate accounts. Within six months from the date of acquisition of property recorded herein, journal entries shall be made to clear from this account the cost of the property acquired.

### 392 ELECTRIC PLANT SOLD

This account shall be credited temporarily with the selling price of electric plant constituting an operating unit or system, sold, conveyed or transferred to another through sale, merger, consolidation or otherwise, pending completion of the accounting for the transaction. Within six months from the date of sale or transfer of the property, journal entries shall be made to clear from this account the amounts recorded herein.





## EARNED SURPLUS ACCOUNT

### CREDITS

#### 401 MISCELLANEOUS CREDITS TO SURPLUS

### DEBITS

#### 414 MISCELLANEOUS DEBITS TO SURPLUS

### PURPOSE OF EARNED SURPLUS ACCOUNT

The earned surplus account, through the accounts listed above, forms the connecting link between the income account and balance sheet. It is designed to show the changes in earned surplus or deficit during each calendar year, resulting from accounting adjustments, not properly attributable to the period, miscellaneous gains and losses not accounted for elsewhere and appropriations or other reservations of earned surplus for specific purposes.

#### 401 MISCELLANEOUS CREDITS TO SURPLUS

This account shall include all credits affecting the earned surplus or deficit not provided for elsewhere. Among the items which shall be credited to this account are:

(1) Credits for amounts previously written off through charges to earned surplus.

(2) Delayed income, operating revenue and operating expense credits.

All items included in this account should contain sufficient information in order to identify them with proper accounts and periods.

#### 414 MISCELLANEOUS DEBITS TO SURPLUS

This account shall include amounts chargeable to earned surplus not provided for elsewhere. Among the items which shall be charged hereto are:

(1) Amounts charged to earned surplus to cover past accrued depreciation and amortization not provided for.

(2) Miscellaneous reservations or appropriations of earned surplus not provided for elsewhere.

(3) Delayed income, operating revenue and operating expense debits.



EARNED SURPLUS ACCOUNT

(4) Payments of amounts previously credited to earned surplus.

(5) Losses which are not properly chargeable to operating expenses or income and for which reserves have not been provided.

All items included in this account should contain sufficient information in order to identify them with proper accounts and periods.





INCOME ACCOUNTS

OPERATING INCOME

ELECTRIC OPERATING INCOME:

501 OPERATING REVENUES  
    OPERATING REVENUE DEDUCTIONS:  
502 OPERATING EXPENSES  
503 DEPRECIATION  
507 TAXES  
    TOTAL OPERATING REVENUE DEDUCTIONS  
NET OPERATING REVENUES

OTHER INCOME

526 NON-OPERATING REVENUE  
527 NON-OPERATING REVENUE DEDUCTIONS  
    TOTAL OTHER INCOME  
GROSS INCOME

INCOME DEDUCTIONS

530 INTEREST ON LONG-TERM DEBT  
535 OTHER INTEREST CHARGES  
538 MISCELLANEOUS INCOME DEDUCTIONS  
    TOTAL INCOME DEDUCTIONS  
NET INCOME

DISPOSITION OF NET INCOME

540 MISCELLANEOUS RESERVATIONS OF NET INCOME  
    BALANCE TRANSFERRED TO EARNED SURPLUS



## INCOME ACCOUNTS

### OPERATING INCOME

#### 501 OPERATING REVENUES

This account shall include the total operating revenues shown in the primary revenue accounts 600 to 615, derived by the Company from its electric utility operations during the period covered by the income account.

#### 502 OPERATING EXPENSES

This account shall include the total expenses shown in Accounts 727 to 803, incurred by the utility in its electric operations during the period covered by the income account.

#### 503 DEPRECIATION

This account shall include the monthly charge for depreciation of the electric plant. This charge is based on the total plant cost as reflected in Accounts 330 to 392, inclusive (except Accounts 330, 340, 341, 350 and 370). The offsetting credit shall be made to Account 250 - Reserve for Depreciation of Electric Plant.

The following decimal accounts should be used:

503.1 Depreciation of Production Plant

503.2 Depreciation of Transmission Plant

503.3 Depreciation of Distribution Plant

503.4 Depreciation of General Plant

Account 503.4 - Depreciation of General Plant shall be kept in such manner that the depreciation of office buildings and warehouses, office furniture and equipment, tools and work equipment and miscellaneous equipment may be furnished at any time.

Note - Depreciation on transportation equipment shall be charged to Account 903 - Transportation Expenses - Clearing, for proration to the appropriate accounts.

#### 507 TAXES

This account shall include the amount of taxes applicable to the electric operations of the corporation during the period covered by





## INCOME ACCOUNTS

the Income Account. Separate records shall be maintained showing the different classes of taxes paid and the properties to which said taxes apply. This account should be charged monthly, and the Tax Liability Account (see Account 228 - Taxes Accrued) concurrently credited for the amount of taxes applicable to the operations. This account shall be subdivided under the following decimal accounts:

507.1 Taxes - Property

507.2 Taxes - U. S. Social Security - Unemployment

507.3 Taxes - U. S. Social Security - Old Age Benefits

507.4 Taxes - State Social Security - Unemployment

507.5 Taxes - State Sales - Consumers

507.6 Taxes - State Sales - Other

507.7 Taxes - Other

Note - Taxes are those annual or other payments legally assessed by governmental agencies for the purpose of raising funds for public requirements.

Gasoline, Use or Sales Taxes shall be charged to the account to which the material on which the tax is levied is charged.

That portion of taxes applicable to construction shall be charged to the appropriate subaccount of Account 103 - Construction Work in Progress.

## OTHER INCOME

### 526 NON-OPERATING REVENUE

This account shall include all revenue items, properly includible in the income account and not provided for elsewhere.

### 527 NON-OPERATING REVENUE DEDUCTIONS

This account shall include all expense items, properly includible in the income account and not provided for elsewhere.



## INCOME ACCOUNTS

### INCOME DEDUCTIONS

#### 530 INTEREST ON LONG-TERM DEBT

This account shall include all amounts accrued on account of interest on the outstanding long-term debt of the corporation, the liability for which is shown in Account 213 - Long-Term Debt. (Interest during construction should be charged to Account 103.1 - Construction Work in Progress.)

The accrued amount charged to this account shall be credited monthly to Account 229 - Interest Accrued.

#### 535 OTHER INTEREST CHARGES

This account shall include interest on the following items: notes payable on demand or maturing one year or less from date; consumers' deposits; open accounts; claims and judgements and all other interest charges not provided for elsewhere.

#### 538 MISCELLANEOUS INCOME DEDUCTIONS

This account shall include all other deductions from gross income.

### DISPOSITION OF NET INCOME

#### 540 MISCELLANEOUS RESERVATIONS OF NET INCOME

This account shall be subdivided under the following decimal accounts:

##### 540.1 Long-Term Debt Appropriations

This account shall include such amounts as are required by mortgage provision or otherwise to be charged to income for the purpose of reserves for long-term debt obligations of the corporation. The offsetting credit will be made to Account 258.1 - Amortization Reserve - Long-Term Debt.

##### 540.2 Miscellaneous Reservations

This account shall include all appropriations of net income not otherwise provided for.





OPERATING REVENUE ACCOUNTS

SALES OF ELECTRIC ENERGY

- 600 RESIDENTIAL SALES
- 601 RURAL SALES
  - 601.1 RURAL SALES - FARM
  - 601.2 RURAL SALES - NON-FARM
- 602 COMMERCIAL AND INDUSTRIAL SALES
  - 602.1 COMMERCIAL AND INDUSTRIAL SALES - STORES,  
GARAGES, BUSINESS ENTERPRISES, ETC.
  - 602.2 COMMERCIAL AND INDUSTRIAL SALES - OTHER
- 603 PUBLIC STREET AND HIGHWAY LIGHTING
- 605 SALES TO OTHER ELECTRIC UTILITIES

OTHER ELECTRIC REVENUES

- 610 RENT FROM ELECTRIC PROPERTY
- 612 CONSUMERS' FORFEITED DISCOUNTS AND PENALTIES
- 615 MISCELLANEOUS ELECTRIC REVENUES



## OPERATING REVENUE ACCOUNTS

### SALES OF ELECTRIC ENERGY

#### 600 RESIDENTIAL SALES

This account shall include revenues from electric energy supplied for residential purposes in small towns, villages and urban communities.

#### 601 RURAL SALES

This account shall be subdivided into the following decimal accounts:

##### 601.1 Rural Sales - Farm

This account shall include revenues from electric energy supplied to farm consumers. Farm consumers are those consumers producing farm goods. Both single-phase and three-phase sales should be included in this account.

##### 601.2 Rural Sales - Non-Farm

This account shall include revenues from electric energy supplied to all domestic consumers who do not produce farm goods or those consumers occupying less than three acres. This includes seasonal cottage residents.

#### 602 COMMERCIAL AND INDUSTRIAL SALES

This account shall be subdivided into the following decimal accounts:

##### 602.1 Commercial and Industrial Sales - Stores, Garages, Business Enterprises, etc.

This account shall include revenues from electric energy supplied for commercial and industrial purposes (single- or three-phase service) including stores, offices, garages, taverns, hotels, tourist camps, creameries, factories and all other business establishments.

##### 602.2 Commercial and Industrial Sales - Other

This account shall include revenues from electric energy supplied for schools, churches, hospitals, community halls, poor farms and other public buildings.





## OPERATING REVENUE ACCOUNTS

### 603 PUBLIC STREET AND HIGHWAY LIGHTING

This account shall include revenues from electric energy supplied for street and highway lighting; police, fire alarm and other signal systems, parks and other public places.

### 605 SALES TO OTHER ELECTRIC UTILITIES

This account shall include revenues from electric energy supplied to other electric utilities or to public authorities for distribution.

## OTHER ELECTRIC REVENUES

### 610 RENT FROM ELECTRIC PROPERTY

This account shall include rents received for the use by others of land, buildings and other property devoted to electric operations by the utility. This covers rent from pole attachments, buildings, stations, land, etc.

### 612 CONSUMERS' FORFEITED DISCOUNTS AND PENALTIES

This account shall include the amounts which the corporation allows its consumers on condition that they pay their electric bills on or before a specified date and which are forfeited by the consumer, because of their failure to pay within the specified time. This account shall also include the amount of penalties imposed by the corporation on its consumers because of their failure to pay bills within a specified time.

### 615 MISCELLANEOUS ELECTRIC REVENUES

This account shall include revenues derived from electric operations, but not included in any of the foregoing revenue accounts. This covers such items as fees and charges for changing, connecting and disconnecting service and profits on sales of materials and supplies not ordinarily purchased for resale.



OPERATING EXPENSE ACCOUNTS

PRODUCTION EXPENSES

INTERNAL COMBUSTION ENGINE POWER

OPERATION

- 727 OPERATION SUPERVISION AND ENGINEERING
- 728 STATION LABOR
- 729 ENGINE FUEL
- 730 SUPPLIES AND EXPENSES
  - 730.1 LUBRICANTS
  - 730.2 OTHER SUPPLIES AND EXPENSES

MAINTENANCE

- 731 MAINTENANCE SUPERVISION AND ENGINEERING
- 732 MAINTENANCE OF STRUCTURES AND IMPROVEMENTS
- 733 MAINTENANCE OF FUEL HOLDERS AND ACCESSORIES
- 734 MAINTENANCE OF GENERATING AND ELECTRIC EQUIPMENT
  - 734.1 MAINTENANCE OF ENGINES
  - 734.2 MAINTENANCE OF GENERATORS
  - 734.3 MAINTENANCE OF OTHER GENERATING PLANT EQUIPMENT

OTHER PRODUCTION EXPENSES

- 738 PURCHASED POWER
- 740 OTHER EXPENSES

TRANSMISSION EXPENSES

OPERATION

- 743 OPERATION SUPERVISION AND ENGINEERING
- 745 OPERATION OF TRANSMISSION STATIONS
  - 745.1 STATION LABOR
  - 745.2 STATION SUPPLIES AND EXPENSES
- 746 OPERATION OF TRANSMISSION LINES
  - 746.1 OPERATION - LABOR
  - 746.2 OPERATION - SUPPLIES AND EXPENSES

MAINTENANCE

- 747 MAINTENANCE SUPERVISION AND ENGINEERING
- 749 MAINTENANCE OF TRANSMISSION STATIONS
  - 749.1 MAINTENANCE LABOR
  - 749.2 STATION SUPPLIES AND EXPENSES





OPERATING EXPENSE ACCOUNTS

750 MAINTENANCE OF TRANSMISSION LINES  
750.1 MAINTENANCE - LABOR  
750.2 MAINTENANCE - SUPPLIES AND EXPENSES

MISCELLANEOUS

753 RENTS

DISTRIBUTION EXPENSES

OPERATION

756 OPERATION SUPERVISION AND ENGINEERING  
761 OPERATION OF DISTRIBUTION LINES  
761.1 OPERATION - LABOR  
761.2 OPERATION - SUPPLIES AND EXPENSES  
763 OPERATION OF STREET LIGHTING AND SIGNAL SYSTEMS

MAINTENANCE

764 MAINTENANCE SUPERVISION AND ENGINEERING  
768 MAINTENANCE OF DISTRIBUTION LINES  
768.1 MAINTENANCE - LABOR  
768.2 MAINTENANCE - SUPPLIES AND EXPENSES  
775 MAINTENANCE OF STREET LIGHTING AND SIGNAL SYSTEMS

MISCELLANEOUS

776 RENTS

CONSUMERS' ACCOUNTING AND COLLECTING EXPENSES

780 METER READING, ACCOUNTING AND COLLECTING  
780.1 PERSONNEL SERVICE AND MILEAGE  
780.2 STATIONERY, PRINTING AND POSTAGE  
783 UNCOLLECTIBLE CONSUMERS' ACCOUNTS



OPERATING EXPENSE ACCOUNTS

PROMOTIONAL EXPENSE

787 UTILIZATION AND DEMONSTRATION EXPENSE

ADMINISTRATIVE AND GENERAL EXPENSES

791 GENERAL OFFICE SALARIES  
792 GENERAL OFFICE TRAVEL EXPENSE  
793 GENERAL OFFICE SUPPLIES AND EXPENSES  
    793.1 GENERAL OFFICE SUPPLIES  
    793.2 GENERAL OFFICE EXPENSES  
    793.3 BANK SERVICE CHARGES AND EXCHANGE  
795 SPECIAL SERVICES - AUDITING, LEGAL AND ENGINEERING  
798 INSURANCE  
799 INJURIES AND DAMAGES  
801 MISCELLANEOUS GENERAL EXPENSES  
    801.1 DIRECTORS FEES AND EXPENSES  
    801.2 OTHER GENERAL EXPENSES  
802 MAINTENANCE OF GENERAL PROPERTY  
803 GENERAL RENTS





OPERATING EXPENSE ACCOUNTS

PRODUCTION PLANT EXPENSES

INTERNAL COMBUSTION ENGINE POWER

OPERATION

727 OPERATION SUPERVISION AND ENGINEERING

This account shall include the cost of supervising and directing operation of internal combustion engine power generating stations. Include in this account the salaries, transportation, lodging, meals, taxi and car fares, and other travelling and incidental expenses of managers, engineers, clerks and other employees and consultants engaged in supervising and directing the operation of the generating plant.

728 STATION LABOR

This account shall include the salaries of all employees engaged in the delivery of fuel to the engine; those engaged in operating electric equipment including switchboards, feeder terminal boards, generators and other equipment.

729 ENGINE FUEL

This account shall include the cost delivered at the station of all fuel, such as gas, oil, kerosene and gasoline used in internal combustion engines.

730 SUPPLIES AND EXPENSES

This account shall be subdivided under the following decimal accounts:

730.1 Lubricants

This account shall include the cost of all lubricants for generating machinery, including oil used in pumping water.

730.2 Other Supplies and Expenses

This account shall include the cost of miscellaneous supplies and expenses used in the operation of the generating station, such as water, dynamo brushes, gauge glasses, gaskets, packing, hand tools, washers, waste, etc.



## OPERATING EXPENSE ACCOUNTS

### MAINTENANCE

#### 731 MAINTENANCE SUPERVISION AND ENGINEERING

This account shall include the cost of supervising and directing maintenance of internal combustion engine power generating stations. Include in this account the salaries, transportation, lodging, meals, taxi and car fares, and other travelling and incidental expenses of managers, engineers, clerks and other employees and consultants engaged in supervising and directing the maintenance of the generating plant.

#### 732 MAINTENANCE OF STRUCTURES AND IMPROVEMENTS

This account shall include the cost of maintenance of buildings, structures, fixtures and improvements at internal combustion engine generating stations, the book cost of which is included in Account 331 - Structures and Improvements.

#### 733 MAINTENANCE OF FUEL HOLDERS AND ACCESSORIES

This account shall include the cost of maintenance of storage tanks, facilities, apparatus, etc., used for the storage of fuel or the production of gas to be used in internal combustion engines in the production of electric energy, the book cost of which is included in Account 332 - Fuel Holders and Accessories.

#### 734 MAINTENANCE OF GENERATING AND ELECTRIC EQUIPMENT

This account shall be subdivided under the following decimal accounts:

##### 734.1 Maintenance of Engines

This account shall include the cost of maintenance of all internal combustion engines, the book cost of which is included in Account 333 - Internal Combustion Engines.

##### 734.2 Maintenance of Generators

This account shall include the cost of maintenance of main internal combustion engine driven generators, the book cost of which is included in Account 334 - Generators.

##### 734.3 Maintenance of Other Generating Plant Equipment

This account shall include the cost of maintenance of other generating plant equipment, the book costs of which are included

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## OPERATING EXPENSE ACCOUNTS

### MAINTENANCE

#### 731 MAINTENANCE SUPERVISION AND ENGINEERING

This account shall include the cost of supervising and directing maintenance of internal combustion engine power generating stations. Include in this account the salaries, transportation, lodging, meals, taxi and car fares, and other travelling and incidental expenses of managers, engineers, clerks and other employees and consultants engaged in supervising and directing the maintenance of the generating plant.

#### 732 MAINTENANCE OF STRUCTURES AND IMPROVEMENTS

This account shall include the cost of maintenance of buildings, structures, fixtures and improvements at internal combustion engine generating stations, the book cost of which is included in Account 331 - Structures and Improvements.

#### 733 MAINTENANCE OF FUEL HOLDERS AND ACCESSORIES

This account shall include the cost of maintenance of storage tanks, facilities, apparatus, etc., used for the storage of fuel or the production of gas to be used in internal combustion engines in the production of electric energy, the book cost of which is included in Account 332 - Fuel Holders and Accessories.

#### 734 MAINTENANCE OF GENERATING AND ELECTRIC EQUIPMENT

This account shall be subdivided under the following decimal accounts:

##### 734.1 Maintenance of Engines

This account shall include the cost of maintenance of all internal combustion engines, the book cost of which is included in Account 333 - Internal Combustion Engines.

##### 734.2 Maintenance of Generators

This account shall include the cost of maintenance of main internal combustion engine driven generators, the book cost of which is included in Account 334 - Generators.

##### 734.3 Maintenance of Other Generating Plant Equipment

This account shall include the cost of maintenance of other generating plant equipment, the book costs of which are included



## OPERATING EXPENSE ACCOUNTS

in Account 335 - Accessory Electric Equipment and Account 336- Miscellaneous Power Plant Equipment.

Note - Applicable charges shall be made monthly to these Production Maintenance Accounts, 731, 732, 733 and 734.1, .2, .3, and reported monthly. At the end of each calendar year, before the books are closed, the balances in these accounts shall be cleared into Account 250.1-Reserve for Depreciation of Production Plant.

### OTHER PRODUCTION EXPENSES

#### 738 PURCHASED POWER

This account shall include the cost at the point of delivery to the corporation of electricity purchased for resale, including charges for readiness to serve. The records shall also show, by months, the demands and demand charges and kilowatt-hours and prices thereof under each purchase contract.

##### 738.1 Power Reserve Expense

This account shall include all cost to the corporation in connection with Membership Fees, and other monthly or yearly fees paid to the Power Reserve Cooperative.

#### 740 OTHER EXPENSES

This account shall be charged with any production expenses, including expenses incurred directly in connection with the purchase of power, which are not specifically provided for in the other production expense accounts.

### TRANSMISSION PLANT EXPENSES

#### OPERATION

#### 743 OPERATION SUPERVISION AND ENGINEERING

This account shall include the cost of supervising and directing the operation of transmission systems. Include in this account the salaries, transportation, lodging, meals, taxi and car fares, and other traveling and incidental expenses of managers, engineers, clerks and other employees and consultants engaged in supervising and directing the operation of transmission systems.

#### 745 OPERATION OF TRANSMISSION STATIONS

This account shall be subdivided under the following decimal accounts:

##### 745.1 Station Labor

This account shall include the pay of employees engaged in operating transmission substations and switching stations.

##### 745.2 Station Supplies and Expenses

This account shall include the cost of supplies for and expenses incurred in connection with the operation of transmission substations and switching stations, such as building service, communication service, lubricants and waste, meter supplies, station records and office supplies, tools, traveling expenses and water.





## OPERATING EXPENSE ACCOUNTS

### 746 OPERATION OF TRANSMISSION LINES

This account shall be subdivided under the following decimal accounts:

#### 746.1 Operations - Labor

This account shall include the salaries and wages for the time of persons engaged in the operation of transmission lines, such as patrolmen, testers, and tree trimmers.

#### 746.2 Operations - Supplies and Expenses

This account shall include the cost of all supplies and expenses incurred in connection with the operation of the transmission lines.

## MAINTENANCE

### 747 MAINTENANCE SUPERVISION AND ENGINEERING

This account shall include the cost of supervising and directing the maintenance of transmission systems. Include in this account the salaries, transportation, lodging, meals, taxi and car fares, and other travelling and incidental expenses of managers, engineers, clerks and other employees and consultants engaged in supervising and directing the maintenance of transmission systems.

### 749 MAINTENANCE OF TRANSMISSION STATIONS

This account shall include the cost of maintaining transmission substation and switching station equipment, the book cost of which is included in Account 343 - Station Equipment. This account shall be subdivided under the following decimal accounts:

#### 749.1 Maintenance-Labor

This account shall include salaries and wages for the time of persons engaged in the maintenance of transmission substations and switching stations.

#### 749.2 Maintenance - Station Supplies and Expenses

This account shall include the cost of supplies for and expenses incurred in connection with the maintenance of transmission substations and switching stations, the book cost of which is included in Account 343 - Station Equipment.





## OPERATING EXPENSE ACCOUNTS

### 750 MAINTENANCE OF TRANSMISSION LINES

This account shall include the cost of maintaining property, the book costs of which are included in Accounts 344 - Poles, towers and Fixtures and 346 - Overhead Conductors and Devices. This account shall be subdivided under the following decimal accounts:

#### 750.1 Maintenance-Labor

This account shall include salaries and wages for the time of persons engaged in the maintenance of transmission lines. It shall include the cost of maintaining property, the book costs of which are included in Accounts 344 - Poles, Towers and Fixtures and 346 - Overhead Conductors and Devices.

#### 750.2 Maintenance-Supplies and Expenses

This account shall include the cost of supplies and expenses incurred in connection with the maintenance of transmission lines, the book costs of which are included in Accounts 344 - Poles, Towers and Fixtures and 346 - Overhead Conductors and Devices.

Note - Applicable charges shall be made monthly to these Transmission Maintenance Accounts, 747, 749.1, .2 and 750.1, .2, and reported monthly. At the end of each calendar year, before the books are closed, the balances in these accounts shall be cleared into Accounts 250.2 - Reserve for Depreciation of Transmission Plant.

## MISCELLANEOUS

### 753 RENTS

This account shall include all rents of property of others used, occupied or operated in connection with the transmission system, including payments for the use of public or private lands and reservations for transmission of line rights-of-way and also amounts paid to others for transmission of energy for the corporation.

## DISTRIBUTION PLANT EXPENSES

### OPERATION

### 756 OPERATION SUPERVISION AND ENGINEERING

This account shall include the cost of supervising and directing the operation of the distribution systems. Include in this account the salaries, transportation, lodging, meals, taxi and car fares, and other travelling and incidental expenses of managers, engineers, clerks and other employees and consultants engaged in supervising and directing the operation of distribution systems.



## OPERATING EXPENSE ACCOUNTS

### 761 OPERATION OF DISTRIBUTION LINES

This account shall be subdivided under the following decimal accounts:

#### 761.1 Operation-Labor

This account shall include salaries and wages for the time of persons engaged in the operation of the distribution systems and the cost of all labor in connection with the distribution station operations, including the labor cost incident to resetting, changing, testing and removing transformers on consumers' premises or on poles adjacent thereto when such transformers are installed for the purpose of stepping-down current from distribution voltage to the voltage at which it is used by the consumer. This account shall also include the cost of inspecting, testing, removing and resetting or changing the location of meters, the expense of trimming trees, inspecting and testing lightning arresters, voltage surveys, periodic testing, routine patrolling and testing of distribution system grounds.

Note - The first cost of setting a transformer is charged to Account 358 - Line Transformers.

The first cost of setting a meter is charged to Account 360 - Meters.

#### 761.2 Operation-Supplies and Expenses

This account shall include the cost of all supplies and expenses incurred in connection with the operation of distribution lines and stations. This account shall also include the cost properly chargeable to operating expenses (exclusive of labor) incident to changing distribution transformers and meters.

### 763 OPERATION OF STREET LIGHTING AND SIGNAL SYSTEMS

This account shall include the cost of labor and materials used and expenses incurred in the operation of overhead street lighting and signal systems, including traffic, fire and police signal systems. Include in this account charges for patrolling and testing lines, clearing brush, trimming trees, transportation and voltage surveys.





## OPERATING EXPENSE ACCOUNTS

### MAINTENANCE

#### 764 MAINTENANCE SUPERVISION AND ENGINEERING

This account shall include the cost of supervising and directing the maintenance of the distribution system. Include in this account the salaries, transportation, lodging, meals, taxi and car fares, and other travelling and incidental expenses of managers, engineers, clerks and other employees and consultants engaged in supervising and directing the maintenance of distribution systems.

#### 768 MAINTENANCE OF DISTRIBUTION PLANT

This account shall include the cost of maintaining the distribution system, the book cost of which is included in Accounts 351, 352, 354, 355, 358, 359 and 360. This account shall be subdivided under the following decimal accounts:

##### 768.1 Maintenance Labor

This account shall include salaries and wages for the time of persons engaged in the maintenance of distribution systems, including stations.

##### 768.2 Maintenance Supplies and Expenses

This account shall include the cost of supplies and expenses incurred in connection with the maintenance of distribution systems, including stations:

Note - The above accounts shall include the following:

1. Cost of maintaining poles, crossarms, braces, guys and other pole supports, and towers and tower fixtures and all distribution structures, conductors, insulators, line devices, meters, transformers and services.
2. Cost of renewing oil, repainting and rewinding transformers as well as maintaining lightning arresters installed for transformer protection and the expense of re-fusing transformer cut-outs.
3. Rearranging and changing location of property not retired.
4. Replacing minor items of plant and repairing materials for reuse.
5. Restoring the condition of property damaged by floods, storms, fire, breakage, accidents or other casualties, wear and tear, decay or action of the elements.
6. Routine work to prevent trouble such as pulling up slack, cleaning and adjusting equipment, tightening guys, raking guy stubs and straightening poles and crossarms.



## OPERATING EXPENSE ACCOUNTS

7. Testing for, locating and clearing trouble and inspecting and testing after repairs have been made.

Do not include in these accounts items of property which are properly classified as capital additions. Such items should be charged to the appropriate Electric Plant Accounts.

Note - Applicable charges shall be made monthly to these Distribution Maintenance Accounts, 764, 768.1, 768.2 and 775, and reported monthly. At the end of each calendar year, before the books are closed, the balances in these accounts shall be cleared into Account 250.3 - Reserve for Depreciation of Distribution Plant.

### 775 MAINTENANCE OF STREET LIGHTING AND SIGNAL SYSTEMS

This account shall include the cost of maintenance of street lighting and signal systems, the book cost of which is included in Account 363 - Street Lighting and Signal Systems.

## MISCELLANEOUS

### 776 RENTS

This account shall include all rents of property of others used, occupied, or operated in connection with the distribution system, including payments for the use and occupancy of public lands and reservations for distribution line rights-of-way.

## CONSUMERS' ACCOUNTING AND COLLECTING EXPENSES

### 780 METER READING, ACCOUNTING AND COLLECTING

This account shall be subdivided under the following decimal accounts:

#### 780.1 Personnel Service

This account shall include all salaries and wages paid for and to all persons engaged for the purpose of reading meters, preparing members' bills, keeping consumers' accounts, collecting bills and any other expense that can be properly allocated for billing and collecting consumers' accounts.

#### 780.2 Stationery, Printing, Postage and Mileage

This account shall include all expenses for stationery, printing of postal cards, postage, etc., used for meter reading, billing, accounting and collecting consumers' accounts.

### 783 UNCOLLECTIBLE CONSUMERS' ACCOUNTS

This account shall include charges for accounts due from consumers for electric energy which have proved impracticable of collection. If later collected, the amounts received shall be credited to this account, or if consumers accounts were charged off during a previous accounting period, the credit should be to Account 401 - Miscellaneous Credits to Surplus.





## OPERATING EXPENSE ACCOUNTS

### PROMOTIONAL EXPENSE

#### 787 UTILIZATION AND DEMONSTRATION EXPENSE

This account shall include all expenses in connection with load building, surveys and special campaigns as designated by REA, such as postage, stationery, etc., salary and mileage allowance of utilization specialists as well as portions of salaries paid other project personnel when actually doing approved utilization work; maid service, food and supplies required for demonstrations conducted by REA Utilization Representatives; necessary expenses in connection with appliance exhibits that are conducted as part of energizing ceremonies and annual meetings, but not to exceed \$50.00. The Finance Division instruction booklet FI-121 gives detailed instructions as to what items shall be set up in the budget and accounted for as expenses for Utilization activities to be paid from the Special Construction Fund. The same instructions apply when expenses are being paid from operating revenues.

### ADMINISTRATIVE AND GENERAL EXPENSES

#### 791 GENERAL OFFICE SALARIES

This account shall include the salaries or wages of the manager, and of the administrative officers of the corporation, and all other employees whose jurisdiction extends to the entire system and whose services cannot be allocated to the several departments as previously instructed.

#### 792 GENERAL OFFICE TRAVEL EXPENSE

This account shall include the transportation, meals, lodging and other incidental expenses of the manager, and of the administrative officers of the corporation, whose expenses cannot be allocated to a particular electric function.

#### 793 GENERAL OFFICE SUPPLIES AND EXPENSES

This account shall be subdivided under the following decimal accounts:

##### 793.1 General Office--Supplies

This account shall include the cost of office supplies such as stationery, accounting forms, binders and all other miscellaneous supplies necessary to the operation of the general office of the corporation.





## OPERATING EXPENSE ACCOUNTS

### 793.2 General Office--Expenses

This account shall include the cost of light, heat, telephone and telegraph services, postage, janitor service, and any other miscellaneous expense connected with the operation of the general office.

### 793.3 Bank Service Charges and Exchange

This account shall include all bank and exchange charges, protest fees, etc.

Note - These accounts do not include the cost of any equipment or furniture or any other items used in the general office with a life of more than one year.

Note - Office expenses which are clearly applicable to any group of operating expenses other than administrative and general shall not be included in this account.

### 795 SPECIAL SERVICES - AUDITING, LEGAL AND ENGINEERING

This account shall include amounts payable to any firm, corporation or individual, other than officers or employees of the corporation, for special services which are not chargeable to other operating expense accounts.

### 798 INSURANCE

This account shall be charged each month with its proportionate share of insurance on office furniture and equipment, public liability and property damage on lines, materials and supplies and fidelity bonds.

Note - Automobile insurance shall be charged to Account 903 - Transportation Expenses - Clearing.  
Workmen's Compensation insurance shall be charged to Account 799 - Injuries and Damages.



## OPERATING EXPENSE ACCOUNTS

### 799 INJURIES AND DAMAGES

This account shall include all charges for Workmen's Compensation Insurance and losses not covered by insurance on account of injuries or deaths to employees or others, which occur in connection with electric operations, and payments and expenses on account of damages to the property of others or for non-performance of contractual obligations, whether the loss be occasioned by fire, flood, storm or other cause.

### 801 MISCELLANEOUS GENERAL EXPENSES

This account shall be subdivided under the following decimal accounts:

#### 801.1 Directors Fees and Expenses

This account shall include directors fees and mileage payable for attendance at board or committee meetings.

#### 801.2 Other General Expenses

This account shall include such items of expense as the cost of publishing and distributing annual reports; advertising notice of membership meetings; association dues, and any other miscellaneous expenses not otherwise provided for.

### 802 MAINTENANCE OF GENERAL PROPERTY

This account shall include the cost of maintenance of general buildings, office furniture and equipment used by the administrative divisions of the electric department, tools and work equipment and other miscellaneous equipment. The book costs of these items are included in Accounts 371 - Structures and Improvements, 372 - Office Furniture and Equipment, 377 - Tools and Work Equipment, and 379 - Miscellaneous Equipment.

### 803 GENERAL RENTS

This account shall include rent properly includible in electric operating expenses covering the property of others used, occupied or operated in connection with the general and administrative functions of the utility.





## CLEARING ACCOUNTS

### 903 TRANSPORTATION EXPENSES - CLEARING

This account shall include the cost of supervision, labor and expenses incurred in the operation and maintenance of all transportation equipment, including direct taxes, depreciation, garage rent and expenses, fuel and lubricants (including sales and excise taxes thereon), all types of insurance in connection with the equipment, license fees, tires, tubes, chains, repairs, parts and other miscellaneous items.

This account shall be cleared monthly by apportionment to operating expense, electric plant, or other accounts on a basis which will distribute the expenses equitably.









